



State of California
**OFFICE OF TRAFFIC SAFETY
GRANT AGREEMENT**

GRANT NUMBER
PT0699

PAGE 1 (To be completed by applicant Agency)

1. GRANT TITLE

DUI AND SEAT BELT PROGRAM

2. NAME OF APPLICANT AGENCY

CITY OF ANYTOWN

3. AGENCY UNIT TO HANDLE GRANT

ANYTOWN POLICE DEPARTMENT

4. GRANT PERIOD

Month – Day – Year

FROM: 10/01/05

TO: 12/31/07

5. GRANT DESCRIPTION (Summarize the grant plan covering activities that address the major goals and objectives in approximately 100 words. Space is limited to 6 lines.)

The Anytown Police Department will develop and implement a program focusing on education and enforcement efforts. The main goals of the program are to reduce alcohol involved fatal and injury collisions, and to increase seat belt compliance. Traffic safety programs will be presented to all elementary, middle and high schools, and monthly DUI checkpoints and enhanced traffic safety enforcement will be conducted.

6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED

\$326,315.00

7. APPROVAL SIGNATURES

A. GRANT DIRECTOR

NAME: John K. Smith PHONE: (555) 555-2711

TITLE: Chief of Police FAX: (555) 555-6708

ADDRESS: 2700 Main Street
Anytown, CA 90001

E-MAIL: JSMITH@ANYTOWN.ORG

(Signature)

(Date)

B. AUTHORIZING OFFICIAL OF APPLICANT AGENCY

NAME: Janet Jones PHONE: (555) 555-2641

TITLE: City Manager FAX: (555) 555-8627

ADDRESS: 2700 Main Street
Anytown, CA 90001

E-MAIL: JJONES@ANYTOWN.ORG

(Signature)

(Date)

C. FISCAL OR ACCOUNTING OFFICIAL

NAME: Fred T. Carter PHONE: (555) 555-4712

TITLE: Finance Director FAX: (555) 555-1812

ADDRESS: 2700 Main Street
Anytown, CA 90001

E-MAIL: FCARTER@ANYTOWN.ORG

(Signature)

(Date)

D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS

NAME: City Treasurer

ADDRESS: 2700 Main Street
Anytown, CA 90001

EFFECTIVE DATE OF AGREEMENT: <u> </u>		GRANTEE <u>ANYTOWN</u>		GRANT NO. PT0699		
8. Action No. <u>1</u> Date: <u> </u>		10. TYPE OF AGREEMENT		Initial <input checked="" type="checkbox"/>	Revision <input type="checkbox"/>	
Revision No. <u> </u> Date: <u> </u>		FUND <u>402</u>	PROGRAM <u> </u>	TASK NO. <u> </u>	F.Y. <u>2003</u>	
9. Action Taken <u>Initial approval. 2004 HSP funds obligated.</u> State FY 2003-04 2700-101-0890(324/1998) <i>Federal Catalog No. 20.600</i>			11. FUNDING DISPOSITION & STATUS			
			Fiscal Year		Amount	
			<u>2003-04</u>			
			<u>2004-05</u>			
			<u>2005-06</u>			
		Total		\$	-	
		Obligated This Action		\$	-	
		Previously Obligated		\$	-	
		Total Amount Obligated		\$	-	
		Amount Suspended		\$	-	
		TOTAL FUNDS PROGRAMMED		\$	-	
12. BUDGET SUMMARY (From Schedule B Detail) - FISCAL YEAR GRANT PERIOD ENDING: <u>9/30/2005</u>						
COST CATEGORY	2006 GRANT PERIOD	2006-2007 PRIME AWARD	2006-2007 TOTAL GRANT	TOTAL GRANT BUDGET ESTIMATE		
A. Personnel Costs						
B. Travel Expenses			0.00			
C. Contractual Services						
D. Equipment						
E. Other Direct Costs			0.00			
F. Indirect Costs						
TOTAL FEDERAL FUNDS	\$ -	\$ -	\$ -	\$ -		
13. GRANT APPROVAL & AUTHORIZATION TO EXPEND OBLIGATED FUNDS						
A. APPROVAL RECOMMENDED BY			B. AGREEMENT & FUNDING AUTHORIZED BY			
NAME; TITLE; PHONE; E-MAIL: Office of Traffic Safety 7000 Franklin Blvd., Suite 440 Sacramento, CA 95823 Signature _____			NAME: TITLE: Office of Traffic Safety 7000 Franklin Blvd., Suite 440 Sacramento, CA 95823 Signature _____			

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GRANT DESCRIPTION

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PROBLEM STATEMENT

Anytown, like most communities in California, has realized an increase in population of approximately ten percent during the last decade. Caltrans estimates that the Anytown traffic volume will continue to increase at approximately two percent per year beginning with 2005. Along with the population increase, the city has realized the revitalization of its business community. Anytown recently created a Redevelopment Agency to attract larger businesses to increase a dwindling tax base. The overall effect of the population and business adjustments is the overtaking of the city streets and enforcement of traffic violations.

The city of Anytown requested an enforcement/engineering analysis to be conducted by the Institute of Transportation Studies, University of California at Berkeley. The study, which was conducted in February of 2004, identified several major areas of concern. The study recognized the difficulties the department has had in selective enforcement because of the heavy traffic congestion during peak hours. Compounding the aging street system is the volume of traffic created by the geographical location of the city, which are in the center of a densely populated urban area with direct access routes to the freeway. The study recommended that the department implement dedicated traffic units utilizing motorcycles. Their studies indicate that motorcycles are highly visible to the motoring public, and can give the perception of police omnipresence

The Anytown Police Department has determined through an analysis of its traffic records that driving under the influence (DUI) is increasing as a major cause of traffic-related injuries and fatalities. Alcohol involved collisions have increased from 30% of the city's fatal and injury collisions in 2003 to 37.5% of the fatal and injury collisions in 2004.

Low seat belt compliance added to the high injury rate in 2004. Of the total 266 injured vehicle occupants, 131 of them were not belted. The injury compliance rate is about 51%. In the fatal traffic collisions, of the 20 people killed in 2004, 16 or 80% were not wearing their seat belts. An informal survey conducted of a random 100 vehicles showed a compliance rate of about 45%. The statewide seat belt compliance rate is 90%.

TOP TEN COLLISION SEGMENTS

SEGMENTS	January 1, 2004 through December 31, 2004					
	Total	Alc	Hit/ Run	Night	Bike	Ped.
Franklin Blvd. - Power Inn Rd.	142	15	15	18	8	10
Greenback Lane - San Juan	96	5	4	4	4	5
Greenback Lane - Fair Oaks Blvd.	156	16	9	23	7	6
Madison Ave - Manzanita Ave	125	13	9	15	7	6
Madison Ave - Sunrise Blvd.	87	5	7	11	2	1

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GRANT DESCRIPTION						PAGE #
SEGMENTS	January 1, 2004 through December 31, 2004					
	Total	Alc	Hit/ Run	Night	Bike	Ped.
Placer Lane - Greenback Lane	100	6	15	15	7	2
Sunrise Blvd - American River	110	7	16	15	4	3
Watt Avenue - Elkhorn Blvd	179	8	11	16	10	7
Watt Avenue - Butano Drive	128	9	13	10	10	5
Watt Avenue - American River	74	5	7	3	2	1
TOTALS	1,197	89	106	130	61	46

DUI arrestee profiles of 100 randomly selected DUI arrest reports found that 76% lived in the city of Anytown; 66% of the arrests were near the highest alcohol collision intersection; 95% were male; and 85% were between ages 19 and 24.

GRANT GOALS

These goals serve as the foundation upon which the grant is built, and what we hope to accomplish by implementing a traffic safety grant program.

1. To reduce the total number of persons killed in traffic collisions 20% from the calendar year 2004 total of 10 to 8 by December 31, 2007.
2. To reduce the total number of persons injured in traffic collisions 10% from the calendar year 2004 total of 425 to 383 by December 31, 2007.
3. To reduce the number of persons killed in alcohol-involved collisions 25% from the calendar year 2004 total of 4 to 3 by December 31, 2007.
4. To reduce the number of persons injured in alcohol-involved collisions 10% from the calendar year 2004 total of 100 to 90 by December 31, 2007.
5. To increase seat belt compliance rate 5 percentage points from the calendar year 2004 rate of 90% to 95% by December 31, 2007*
6. To reduce hit-and-run fatal collisions 20% from the calendar year 2004 total of 20 to 16 by December 31, 2007.
7. To reduce hit-and-run injury collisions 10% from the calendar year 2004 total of 42 to 38 by December 31, 2007.
8. To reduce nighttime (2100 - 0259 hours) fatal collisions 20% from the calendar year 2004 total of 5 to 4 by December 31, 2007.
9. To reduce nighttime (2100 - 0259 hours) injury collisions 15% from the calendar year 2004 total of 43 to 37 by December 31, 2007.

(*Surveys are to be conducted in March and September of each grant year.)

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<p><u>GRANT OBJECTIVES</u></p> <p>These objectives are the tasks, activities, or strategies undertaken during the grant period to make the goals a reality; and designed to move us closer to achieving our overall goals.</p> <ol style="list-style-type: none"> 1. To conduct six DUI checkpoints by December 31, 2006, and an additional six checkpoints by December 31, 2007. 2. To conduct six DUI patrols by December 31, 2006, and an additional six patrols by December 31, 2007. 3. To increase DUI arrests by 20% from the calendar year 2004 base year total of 200 to 240 by December 31, 2006, and an additional 10% to 264 by December 31, 2007. 4. To conduct six warrant service programs targeting multiple DUI offenders who violate probation terms or fail to appear in court by December 31, 2007. 5. To conduct Standardized Field Sobriety Testing training for 50 officers by June 30 2006. 6. To conduct "Real DUI Trials" in each of the four local high schools by December 31, 2007. 7. To conduct three "Reality Check" student press conferences involving high school journalism students by April 1, 2006, and three additional "Reality Checks" by December 31, 2007. 8. To organize and facilitate a student journalism contest among high school students in conjunction with the "Reality Check" student press conference. Prizes will be awarded to the winners. 9. To conduct two "Every 15 Minutes" high school assembly programs by December 31, 2007. 10. To establish a Youthful Visitation Program by June 1, 2006. 11. To enlist the participation of at least ten community-based organizations by March 30, 2006. 12. To coordinate a "High School Seat Belt Challenge" at four local high schools by December 31, 2006. 13. To issue seat belt citations equaling at least 15 % of total hazardous citations. 14. To conduct eight highly publicized seat belt saturation operations by December 31, 2007. 15. To notify OTS of all people "saved by" wearing a seat belt. <p><u>Media Objectives</u></p> <ol style="list-style-type: none"> a. To issue a press release announcing the kick-off of the grant by December 31, 2007. The press releases and media advisories, alerts, and materials must be forwarded to your OTS Coordinator and the OTS Public Information Officer at pio@ots.ca.gov for approval 5 days prior to the issuance date of the release. b. To submit resulting electronic media articles by 9 a.m. to the OTS Public Information Officer by e-mail at pio@ots.ca.gov and OTS Coordinator, or fax printed clips to (916) 262-2960. Include publication name and date the article was published on all clips. 	

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<p>c. To use the following standard language in all press, media, and printed materials: <i>“Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Association.”</i></p> <p>d. To e-mail the OTS Public Information Officer at pio@ots.ca.gov and OTS Coordinator at least one month in advance, a short description of any new traffic safety event or program.</p> <p><i>Note: Nothing in this agreement shall be interpreted as a requirement, formal or informal, that a particular police officer issue a specified or predetermined number of citations in pursuance of the obligations hereunder.</i></p>	
<p><u>METHOD OF PROCEDURE</u></p>	
<p><u>PHASE I: PROGRAM PREPARATION AND TRAINING</u> - (OCTOBER 1, 2005 - DECEMBER 31, 2006)</p> <p>A training program will be developed for all department personnel to outline the goals and objectives and methods of the grant. One major thrust of this training will be the necessary support by all patrol personnel in the meeting of goals and objectives. Responsibilities will be developed for each program member and patrol officers as they relate to the grant.</p> <p>The services of a Youth Program Coordinator will be secured on a contractual basis who will organize and coordinate the educational activities to be conducted in Anytown’s elementary and high schools. The Youth Program Coordinator will serve under the direction of the Grant Director.</p> <p>A strong community awareness campaign will be developed and implemented through local newspapers, radio stations, city newsletter and other available media, informing the public of our efforts in combination with the Office of Traffic Safety to create a safer traffic environment in our city. All materials, services and equipment will be procured in accordance with city’s standard procurement process.</p> <p>Traffic Sergeant will develop enforcement techniques and scheduling for grant personnel. Necessary computer software modifications to capture pertinent data will be identified by department and grant staff. The systems administrator will complete the modifications.</p> <p>All Department enforcement personnel with traffic enforcement responsibilities will be scheduled for NHTSA approved FST training on an ongoing basis. Grant personnel and the Youth Program Coordinator will coordinate efforts with high school officials, District Attorney’s Office, Public Defender’s Office, local hospitals and MAAD to obtain approval to conduct the “High School Seat Belt Challenge,” “Real DUI Trials,” and “Every 15 Minutes” programs at Anytown’s high schools.</p>	
<p><u>PHASE II: IMPLEMENT DUI AND SEAT BELT PROGRAM</u> - (JANUARY 1, 2004- MARCH 30, 2004)</p> <p>Implementations of the DUI and Seat Belt Program will be accomplished by deploying program personnel during the peak traffic flow times at high collision locations. DUI checkpoints, saturation</p>	

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<p>patrols and warrant service programs will be conducted throughout the grant period. DUI arrest records, collision statistics, and seat belt compliance surveys will determine locations and timing of enforcement activities.</p> <p><u>PHASE III: COMMUNITY INVOLVEMENT</u> - (THROUGHOUT GRANT PERIOD)</p> <p>Public information will be provided through specially prepared literature and public service announcements on traffic safety, DUI, and occupant protection. Articles on grant progress will be sent to the city newsletter, which is distributed to every household on a quarterly basis. Also, weekly press release updates to local newspapers and reports to local radio stations will be issued. We will prepare public service announcements to coincide with specific statewide traffic safety programs, holidays and other times drivers need to be aware of increased hazards or priorities.</p> <p>Arrangements with the Anytown's County Traffic Court and Coroner's Office to establish and schedule a Youthful Visitation Program which will be available to the court for use with youthful traffic offender sentencing will be completed.</p> <p><u>PHASE IV: DATA GATHERING AND REPORTING</u> - (THROUGHOUT GRANT PERIOD)</p> <p>Agencies are required to collect and report quarterly, appropriate data that support each of the goals and objectives progress.</p> <p>Statistical data relating to the grant goals and objectives will be collected, analyzed, and incorporated in Quarterly Performance Reports (QPRs). QPRs for the quarter ending September 30 will include year to date comparisons of goals and objectives. When required, the Quarterly Evaluation Data Form will be completed each quarter and submitted as part of the QPR.</p> <p>These reports will compare actual grant accomplishments with the planned accomplishments. They will include information concerning changes made by the Grant Director in planning and guiding the grant efforts.</p> <p>Reports shall be completed in accordance with OTS requirements specified in the Grant Program Manual, Chapter 7, and submitted in compliance with the signed Acceptance of Conditions and Certifications (OTS-33) included within this agreement.</p> <p><u>METHOD OF EVALUATION</u></p> <p>Using the data compiled in Phase 4 the grant manager will evaluate: (1) how well the stated grant goals and objectives were accomplished, (2) if all the activities outlined in the "Method of Procedure" were performed in accordance with the grant agreement; and (3) was the grant cost effective?</p>	

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<p><u>ADMINISTRATIVE SUPPORT</u></p> <p>This program has full support of the city of Anytown and every effort will be made to continue the activities after the grant conclusion. The City Council of Anytown has endorsed this grant by resolution.</p>	

SCHEDULE B
Page 1
Detailed Budget Estimate
GRANT NO: PT0699

EXHIBIT 1-A (Cont'd)

COST CATEGORY	FISCAL YEAR ESTIMATES				TOTAL COST TO GRANT
	FY-1 10-01-05 09-30-06	FY-2 10-01-06 09-30-07	FY-3 10-01-07 12-31-07	FY-4	
A. PERSONNEL COSTS					
Positions and Salaries					
<u>2 Police Officers</u>					
2 x 9 Months @ \$4,194 @ 100%	75,492.00				75,492.00
2 x 3 Months @ \$4,194 @ 100%		25,164.00			25,164.00
2 x 9 Months @ \$4,403 @ 50%		39,627.00			39,627.00
2 x 3 Months @ \$4,403 @ 50%			13,209.00		13,209.00
Employee Benefits @ 37.9%	28,611.00	24,556.00	5,006.00		58,173.00
Warrant Service Patrols Overtime	5,000.00				5,000.00
Maximum Overtime Benefits @10%	500.00				500.00
					58,173.00
Category Sub-Total	\$109,603.00	\$89,347.00	\$18,215.00	\$0.00	\$217,165.00
B. TRAVEL EXPENSE					
In-State	2,000.00	2,000.00	1,000.00		5,000.00
Category Sub-Total	\$2,000.00	\$2,000.00	\$1,000.00	\$0.00	\$5,000.00
C. CONTRACTUAL SERVICES					
Youth Coordinator	3,750.00	15,000.00	15,000.00		33,750.00
Category Sub-Total	\$3,750.00	\$15,000.00	\$15,000.00	\$0.00	\$33,750.00

SCHEDULE B
Page 2
Detailed Budget Estimate
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EXHIBIT 1-A(Cont'd)

COST CATEGORY	FISCAL YEAR ESTIMATES				TOTAL COST TO GRANT
	FY-1 10-01-05 09-30-06	FY-2 10-01-06 09-30-07	FY-3 10-01-07 12-31-07	FY-4	
D. EQUIPMENT					
DUI Trailer – Fully Equipped	20,000.00				20,000.00
Motorcycle-Fully Equipped	21,000.00				21,000.00
Radar Trailer-Fully Equipped	15,000.00				15,000.00
Category Sub-Total	\$41,000.00	\$0.00	\$0.00	\$0.00	\$41,000.00
E. OTHER DIRECT COSTS					
Educational Items	3,400.00	3,000.00			6,400.00
Office Supplies	2,000.00				2,000.00
Printing	4,000.00	1,000.00			5,000.00
Promotional Items	1,000.00				1,000.00
Category Sub-Total	\$10,400.00	\$4,000.00	\$0.00	\$0.00	\$14,400.00
F. INDIRECT COSTS					
Category Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GRANT TOTAL	\$181,753.00	\$110,347.00	\$34,215.00	\$0.00	\$326,315.00

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BUDGET NARRATIVE

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PERSONNEL COSTS

The _____ Department will hire _____ additional Traffic Officers responsible for achieving the goals and objectives described in the grant. The funds will be used to pay 100% of the salaries for the _____ Traffic Officers the first operational year and 50% salary for second year. The salary category represents their estimated actual base salaries, plus the following established city benefits.

Full Time Benefits

Unemployed Insurance	%
Health Insurance	%
Life Insurance	%
Dental Insurance	%
Retirement	%
Social Security/FICA	%
(enter additional costs)	%
(enter additional costs)	%
Total Benefit Rate	%

To avoid supplanting, the city agrees to increase the traffic unit from its current complement of _____ officers to _____ officers. The traffic unit will maintain a minimum of _____ officers (_____ existing and _____ grant funded) at least throughout the grant period.

Budgeted grant activities will be conducted by Agency personnel on an overtime basis. Grant funded operations may be conducted by other personnel such as a Lieutenant, Sergeant, Corporal, Deputy, Community Services Officer, Dispatcher etc, depending on the titles used by the agency. Personnel will be deployed as needed to accomplish the grant goals and objectives.

Costs are estimated based on an overtime hourly rate range of \$ _____/hr to \$ _____/hr (NOTE: do not include benefits in the overtime rate).

Overtime reimbursement (OT hourly rate and benefit) will reflect actual costs of the personnel conducting the appropriate operation up to the maximum range specified.

Overtime Benefits

Unemployment Insurance	%
Social Security/FICA	%
(enter additional overtime benefits)	%
(enter additional overtime benefits)	%
Total Benefit Rate	%

Overtime benefits are usually between 9% - 12% of the hourly overtime rate.

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BUDGET NARRATIVE

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TRAVEL EXPENSE

Travel funds will be utilized for staff travel expenses to attend the OTS Summit and Police Traffic Services Seminar. Funds may be used to attend OTS approved training. *All out of state conferences, seminars or training that are out of state and not specifically identified in Schedule B-1 must receive approval from OTS. All travel claimed would be at the city of Anytown's approved rate. Per Diem may not be claimed for meals provided at conferences where registration fees were paid with OTS grant funds.*

CONTRACTUAL SERVICES

A Youth Coordinator will be retained on a contractual basis for the period of the grant, to organize and coordinate the youth/student activities for this grant. The Youth Coordinator will work under the direction of the grant director. The contractual agreement covering the services of the Youth Coordinator will comply with all requirements of the city of Anytown.

Equipment○ **DUI Trailer**

A fully equipped DUI Trailer will be purchased for use at DUI Checkpoints. Costs may include the trailer, sales tax, delivery, installation costs, and other modifications and accessories, or items necessary to make it usable for grant purposes, such as lighting, paint and graphics.

○ **Motorcycle**

A fully equipped motorcycle may include detailed motorcycle, communication equipment, emergency equipment package, tour pack, sales tax delivery, installation cost, and other modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for grant purposes.

○ **Radar Trailer**

A fully equipped Radar Trailer will be purchased for conducting speed enforcing activities. Costs may include trailer, sales tax, delivery, installation, and other modification such as paint graphics, light bar, and items necessary to make it usable for grant purposes.

GRANT NO: PT0699**BUDGET NARRATIVE****PAGE #****OTHER DIRECT COSTS**○ **Educational Items**

Costs are included to purchase or develop, and distribute educational materials at public forums that inform the public on traffic safety. Items must include a traffic safety message, and if space is available the Office of Traffic Safety logo. Items may include pamphlets, brochures, fliers, color books, posters, signs, banners, booklets, and conference materials. Educational materials may also include other items, if approved by OTS.

○ **Office Supplies**

Funding is provided for standard office supplies to support grant-related activities, and grant monitoring and reporting. Office supplies typically include paper and desk top supplies (pens, pencils, binders, folders, clips, etc.)

○ **Printing**

Costs may include paper, production, printing and/or duplication, of materials associated with daily grant operations.

○ **Promotional Items**

Costs are included to purchase, develop, and distribute promotional items to encourage participation in traffic safety presentations contests, and programs. Items must include a traffic safety message, and if space is available the Office of Traffic Safety logo. Items may include magnets, pens/pencils, key chains, lanyards, cups, shirts, bags, CD covers, water bottles, pins, stickers, license plate frames, and similar items. Promotional items may also include other items if approved by OTS.

INDIRECT COSTS

Indirect costs will not be charged to this grant.

PROGRAM INCOME

No program income will be generated from this grant.